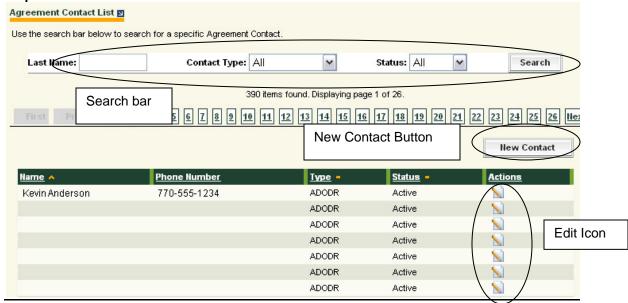
CONTACT ADMINISTRATION

The contact administration gives administrators the ability to add, edit or remove contacts that are used throughout the agreements inventory section of the ACMS application.

Step 1

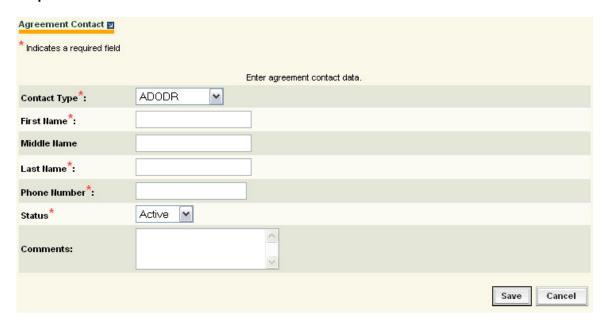


Use the search bar to search for a specific contact. Type in your criteria and **<click>** search.

Browse your search results and <click> the edit icon to edit that contact.

To create a new contact, **<click>** the new contact button.

Step 2



Select the Contact Type

Enter in the contact First Name

Enter in the contacts Middle Name

Enter in the contacts Last Name

Enter in the contacts **Phone Number**

Select the contacts status, active to enable the user or inactive to disable the user.

Type in any additional comments

<cli>k save> to save your contact information and return to the previous screen or <cli>k cancel> to discard your information and return to the previous screen.